



Southern California Association of Governments

Human Resources

818 West 7th Street, 12th Floor, Los Angeles, California 90017 • (213) 236-1910 • www.scag.ca.gov

OFFICE SERVICES TECHNICIAN #299

(Part-Time: 20 Hours/Week)

\$14.10 - \$21.15 hourly – Hiring Range: \$14.10 - \$17.60 hourly
Open Until Filled. First Review of Applications: Monday, October 9, 2006

THE POSITION

This position will work under general supervision of the Business Operations Supervisor, setting up, supporting, and operating audio-visual equipment. The employee will also set up furniture and other equipment in meeting and conference room areas; and provide general assistance to staff and the public.

DESCRIPTION OF DUTIES

- Support and maintain SCAG meeting and conference room facilities; perform general office facility maintenance; perform audio-visual and computer equipment set-up and operation.
- Troubleshoot and repair printer, copier, and fax machine problems.
- Move and relocate equipment and furniture.
- Load Power Point presentations for staff.
- Make identification badges for employees.
- Run a variety of errands.
- Perform data entry for record keeping.
- Troubleshoot and provide assistance to users of PC software and hardware.

MINIMUM QUALIFICATIONS

Any combination of training and experience that demonstrates attainment of the required knowledge and ability to perform the required work.

Education:

High School Diploma

Required Experience:

Three years of general office support including set up of audio-visual equipment and office machine maintenance.

Special Qualifications:

Ability to work in a standard office environment; ability to sit, stand, walk, and lift 50 lbs.; exposure to mechanical

hazards and electrical hazards; ability to travel to different sites and locations; possession of, or ability to obtain, an appropriate, valid driver's license.

Knowledge of:

- Windows and various software applications including Microsoft Word, Excel, Access, Explorer, and PC DOCS.
- Set up and operation of printers, copy machines, audio systems, microphones, video-pictorial picture, TV/VCR systems, and computer systems.
- Modern office procedures, methods and equipment.
- Fundamental principles and procedures of record keeping.
- Safe driving principles and practices.

Skill to:

- Operate modern office equipment including computer equipment and software.
- Operate a motor vehicle safely.

Ability to:

- Learn and correctly interpret and apply the policies and procedures of the function to which assigned.
- Troubleshoot and repair problems with various office machines and equipment including printers, fax machines, computers, copy machines, microphones, and video.
- Perform general administrative support work including maintenance of appropriate records and compiling information for reports.
- Perform multiple tasks and manage time to ensure the timely completion of work tasks.
- Understand and carry out oral and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

APPLICATION AND SELECTION PROCEDURE

Applicants **must** submit a completed SCAG application to:

Southern California Association of Governments

Attn: Human Resources Office

818 West 7th Street, 12th Floor

Los Angeles, California 90017

(213) 236-1910 (213) 630-1493 fax

www.scag.ca.gov

Applications will be accepted on a continuous basis until SCAG's needs are met. This recruitment may close at any time without prior notice.

Qualified applicants will be invited to participate in the selection process based on the application and resume submitted. Applicants must clearly demonstrate through their application materials that they meet the qualifications listed above. The selection process may consist of an application screening, oral presentation, and oral board interview.

Candidates who successfully pass the selection process will be placed on a list of eligible candidates. As vacancies occur, the list of eligible candidates will be submitted to the requesting department for consideration.

EMPLOYMENT INFORMATION

- Before employment, applicants will be required to provide documentation that verifies their proof of eligibility to work in the United States.
- Reference checking will be done prior to hire. A thorough background check including a review of criminal history, DMV report, pre-employment physical, alcohol and drug-screening, and financial history may be conducted for certain classifications.

EMPLOYEE PROGRAMS AND BENEFITS

- **Insurance Coverage:** Employees may choose from two HMO and two PPO CalPERS health plans and two dental plans. SCAG contributes \$360 per month towards insurance premiums with the cost difference paid out in cash. Dental and vision insurance is provided at no cost to employees. Life insurance, in the amount of \$50,000 is provided by SCAG. Short term and long term disability insurance plans are provided by SCAG.
- **Retirement:** Employees become members of the Public Employees' Retirement System (PERS) 2% @ 55 plan. SCAG pays the employee's 7% contribution. ICMA and MetLife 457 deferred compensation plans are available. Employees do not pay into Social Security.
- **Holidays:** A total of 11 paid holidays – 9 designated and 2 floating – are provided annually.
- **Vacation:** Accrue 3.0769 hours for every 80 hours worked.

- **Sick Leave:** Employees accrue 3.6923 hours for every 80 hours worked.
- **Health, Dependent Care, and Parking Reimbursement Account:** A tax-exempt savings plan is offered to pay eligible expenses associated with health, dependent care, and parking.
- **Rideshare/Transportation Incentive Program:** SCAG pays up to \$155 towards monthly bus pass, vanpool, or Metrolink, \$35 per month for ridesharing. In order to receive this benefit, employees must use one of the listed options at least 13 days per month.
- **Flexible Time/Modified Work Week:** Some employees may work a modified 9-80 work schedule, with every other Friday off. SCAG offers a flexible work schedule to allow employees some flexibility on daily work hours.
- **Other Benefits:** SCAG offers credit union membership in the E-Central Credit Union. Employees may have their paychecks automatically deposited. A tuition reimbursement program is offered to employees.

THE ORGANIZATION

The Southern California Association of Governments (SCAG) is a regional planning agency and a Council of Governments, established in 1965. SCAG works to develop long-range policies and action plans to address issues of regional and sub-regional concern and to help local agencies meet Federal and State planning mandates. SCAG serves as a center for information exchange on a broad range of transportation, growth management, environmental, infrastructure, and institutional issues. The SCAG region includes six counties, one hundred eighty-four cities, 38,000 square miles and a population of over 15 million. For more information on SCAG, please visit our website at www.scag.ca.gov.

SCAG is located in bustling downtown Los Angeles. Los Angeles (LA) is located on the beautiful California Coast, and offers a year-round Mediterranean climate. The area is known for its cultural venues, sports centers, garment and jewelry districts, high-rise buildings, shopping, tourist attractions, fine restaurants, zoos, and museums. It is home to such professional sports organizations as the LA Lakers, Clippers, Sparks, Kings, and Dodgers. Downtown LA is easily accessible by Metrolink train, underground Metro, and bus.

EQUAL EMPLOYMENT OPPORTUNITY

SCAG is an equal employment opportunity employer. All personnel policies and programs are administered without regards to race, color, religion, political belief, age, national origin, sex, disability, cultural background, or sexual orientation. If you require assistance to participate in this recruitment, please call the Human Resources Office at (213) 236-1931.